

**INFORMATION SHEET**  
**APPLICATION FOR ADMISSION TO THE BAR OF**  
**THE UNITED STATES DISTRICT COURT**  
**FOR THE DISTRICT OF DELAWARE**

**GENERAL INFORMATION:**

Rev. 12/08/11

1. To be admitted into the U. S. District Court for the District of Delaware, you must be a member of the Delaware Bar, and your sponsor must be admitted to practice before this U.S. District Court.
2. Early each year, a large ceremony is held for the admission of attorneys to the Bar of the United States District Court, in accordance with Local Rule 83.5(b). The Federal Bar Association sends an information packet, including admission forms, to attorneys who were admitted to the Delaware State Bar in the preceding month of December.
3. To schedule admission for a date and time other than the annual ceremony, the attached application should be completed and submitted to the Clerk's Office, who will contact you to set up a date and time for admission.
4. Once admitted to the District Court, attorneys **must register for CM/ECF** (Case Management/Electronic Case Filing). Certification of training is a prerequisite to obtaining a login and password for electronic filing of case documents. Training dates and times, related procedures, guides and tips are found at the Court's web site: [www.ded.uscourts.gov](http://www.ded.uscourts.gov). If desired, you may schedule and attend a Court sponsored CM/ECF training session prior to admission.

**APPLICATION INSTRUCTIONS:**

1. The information provided on the application must be typed or printed clearly. Please enter your name in the manner in which it is to appear on your certificate. Both you and your sponsor should sign in the appropriate sections of the admission form prior to submission to the Clerk's Office. Please **do not fill in** the section marked "SWORN TO AND SUBSCRIBED...".
2. Completed applications, along with the \$191 admission fee must be received not later than three (3) business days prior to your admission date (checks should be made payable to "*Clerk, US District Court*"). You may either mail your application or deliver it in person to:  
  

**Clerk, U. S. District Court**  
**844 N. King Street, Room 4209, UNIT 18**  
**Wilmington, DE 19801**
3. If there is a problem with your application, you will be notified by our Attorney Admissions Clerk. Otherwise, your application will be approved and your admission scheduled for the next available date. You will receive notification by telephone as to the date, time, location, and presiding Judge for your admission.
4. At the time of admission you must appear before the Court and be introduced by your sponsor. You are encouraged arrive at the courtroom 15 minutes prior to the ceremony to ensure that your name is on the Court program for that day. (There is no provision for an attorney to be waived into the bar of the court without making a personal appearance.)
5. **If you need to reschedule your appearance, or if you have any questions, please contact Betty Strickler in the Clerk's Office at (302) 573-6170.**

***IN THE UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF DELAWARE***

***APPLICATION  
IN THE MATTER OF THE ADMISSION OF AND  
TO PRACTICE BEFORE THE DISTRICT  
COURT***

*I, \_\_\_\_\_, do solemnly swear or affirm that I will demean myself,  
as an attorney and counselor of this court, uprightly and according to the law; and that I  
will support the Constitution of the United States. SO HELP ME GOD.*

\_\_\_\_\_  
*(Signature of Attorney)*

*SWORN TO AND SUBSCRIBED in open court this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.*

\_\_\_\_\_  
*(Clerk)*

*I HEREBY CERTIFY that the above individual has been admitted to practice by the Supreme  
Court of Delaware and do hereby move his/her admission to the bar of this court.*

\_\_\_\_\_  
*(Sponsor's Name - Please Print)*

\_\_\_\_\_  
*(Sponsor's Signature)*

<i>JUDGE:</i>	<i>Sleet</i>	<i>Robinson</i>	<i>Stark</i>	<i>Andrews</i>
<i>CLERK:</i>	<i>Walker</i>	<i>Scarpato</i>	<i>Golden</i>	<i>Ringold</i>

**IN THE UNITED STATES DISTRICT COURT**

**FOR THE DISTRICT OF DELAWARE**  
**ATTORNEY INFORMATION**

Name Birth  
of Attorney: \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle) Mo. Day Yr.

Other Names

Known by: \_\_\_\_\_  
(Last) (First) (Middle)

Home  
Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

Firm/Office:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip)

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Jurisdiction in which ADMITTED to practice

<u>BarCode/ID</u>	<u>Jurisdiction</u>	<u>Date of Admission</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fee Paid?: Yes No (For Clerk's Office Use Receipt # \_\_\_\_\_ )

Sponsor: \_\_\_\_\_ Sponsor Delaware Bar Number: \_\_\_\_\_

(Please complete all information to ensure proper filing)